

Government Information (Public Access) Act, 2009 - Access Application

Disclaimer: The information provided by you on this form will be used by Narrabri Shire Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council may not be able to fully process your application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access

1. Your Details

Surname: **Title:** Mr/Ms/Miss/Mrs
Other names:
Postal address: **Postcode:**
Day-time telephone: **Facsimile:**.....
Email:

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: **Main language spoken:**

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application:

.....

I agree to receive correspondence at the above email address.

2. Government Information

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the agency may refuse to process your application.

.....

Are you seeking personal information? **Yes / No** (circle one)

3. Form of Access

How do you wish to access the information?

- Inspect the document(s)
- A copy of the document(s)
- Access in another way (please specify)

.....

.....

Copying charges may apply in accordance with Council’s adopted fees and charges.

4. Application Fee

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post)

5. Disclosure Log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency’s ‘disclosure log’. This is published on the agency’s website.

Do you object to this? **Yes / No** (circle one)

6. Discount in Processing Charges

If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).

AND / OR

- Special benefit to the public – please specify why below:

.....

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Applicant’s signature:

Date:

Please post this form or lodge it at: PO Box 261 Narrabri NSW 2390 or email council@narrabri.nsw.gov.au

General information about the GIPA Act is available by calling the Office of the Information Commissioner on

freecall 1800 194 210 or at its website: www.oic.nsw.gov.au

Office Use Only

Date application received:.....

File reference:.....